



THOMAS ALLEYNE'S HIGH SCHOOL
UTTOXETER

Health, Safety and Wellbeing Policy

This policy is reviewed biennially to ensure compliance with current regulations

Approved/reviewed by	
Managing and Resources Governors Committee 1 st March 2022	
Date of next review	March 2024

THOMAS ALLEYNE'S HIGH SCHOOL

Health, Safety & Wellbeing Policy Statement

The Governing Body and Head Teacher and those in control of the school recognise and take responsibility to ensure risks are managed effectively and that the School is compliant with the relevant legislation and guidance. They will ensure so far as is reasonably practicable that all staff, students, contractors, and visitors who work or visit the school or are involved in activities are safe.

Arrangements are in place to ensure:

- All plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate risk assessments / safe systems of work exist and there is sufficient information, instruction, training, and supervision available and provided to ensure a safe environment.
- Non-employees are not adversely affected by the Schools activities.
- Consultation on health and safety with employees and employee representatives occurs on a regular basis.
- Ensure that procedures exist which allow the implementation of the health and safety policies and any arrangements through procedures.
- Health and Safety responsibilities are defined for staff and governors.
- A system for monitoring, reviewing, and auditing of the procedures takes place and any actions arising from this review are acted upon, as necessary.
- Health and safety targets are set each year and communicated to all staff.
- School activities (including residential visits and any school-led adventure activities) are planned, risk assessed and have sufficient supervision to be carried out in a safe manner, appropriate to the nature of the activity.
- All injuries to staff, students, contractors, and visitors who visit the school or are on a school trip are recorded. Significant incidents are also recorded and reported appropriately to the School Governors.
- A healthy working environment is maintained with adequate welfare facilities.
- Ensure that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware.
- A formal management review of health and safety performance is conducted to monitor and report performance and the effectiveness of the health and safety policy

It is the responsibility of every employee / individual within in the School or on an activity to:

- Perform their job in a safe manner
- Look out for themselves and their colleagues
- Stop and seek guidance if they believe what they are doing is unsafe
- Report any unsafe acts or conditions they see
- Comply with all health and safety requirements
- Contribute ideas to help continually improve the effectiveness of health and safety risk management

Signed for the Governors:

Date:

Signed Headteacher:

Date

MANAGEMENT ARRANGEMENTS

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The Uttoxeter Learning Trust

The Multi School Trust, Uttoxeter Learning Trust as the employer has ultimate responsibility for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school.

Local Governing Body

The Local Governing Body has a delegated responsibility for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school.

They will take reasonable steps to fulfil this responsibility, to provide suitable facilities, equipment, adequate health and safety training, and safety arrangements for the provision of a healthy working environment and adequate welfare facilities.

The Local Governing Body will delegate day-to-day responsibility for health and safety matters to the Headteacher.

A Governor will be appointed to oversee health and safety they will be named on the Health and Safety Notice board.

Headteacher

The Headteacher has primary responsibility for Health and Safety matters within the School. In the Headteacher's absence a nominated member of the Senior Leadership Team will assume this responsibility.

Responsibilities:

- To produce a Health, Safety and Wellbeing Policy that is approved by the Governing Body and to ensure that all the aspects of this Policy are implemented and enacted.
- To ensure a copy of the Health, Safety & Wellbeing Policy and Organisational Arrangements document is communicated and made available to all staff.
- To set up arrangements to cover all health and safety legal requirements.
- To arrange for suitable health and safety induction training to be provided to new employee's and that every assistance is given to them to perform their duties in a safe manner.
- To ensure arrangements are in place to provide cover for staff with key health and safety responsibilities and that there are enough staff to safely supervise pupils
- To ensure the safety and physical condition of all areas of the school is maintained.
- To ensure staff receive the necessary health and safety training and supervision
- To report to the governing board on health and safety matters
- To ensure appropriate evacuation procedures are in place and regular fire drills are held
- To ensure that in their absence, health and safety responsibilities are delegated to the Deputy Headteacher or another nominated member of the Senior Leadership Team.
- To ensure all risk assessments are completed and reviewed

Staff

Are responsible for:

- Ensuring they are familiar with and conforming to the School's Health, Safety and Wellbeing Policy.
- The safety of any children under their charge by effectively supervising their activities.
- Performing their job in a safe manner, observing and following all safety procedures and instructions and not interfering with or misusing anything that has been provided for their health, safety or wellbeing.
- Informing their line manager of any condition or concern that might affect their ability to work safely.
- Reporting all injuries or health and safety incidents or safety concerns. Stop and seek guidance if they believe what they are doing is unsafe.
- Taking care of their own health and safety and that of others who may be affected by their actions at work and co-operate with others to help everyone meet their legal requirements.
- Attending appropriate Health and Safety training as directed by the Headteacher or Uttoxeter Learning Trust.
- Contributing ideas to help continually improve the effectiveness of health and safety risk management within the School.
- Co-operating with the school on health and safety matters.
- Informing the appropriate person of any situation representing a serious and immediate danger so that remedial action can be taken.
- Modelling safe and hygienic practice for pupils.
- Understanding emergency evacuation procedures and implementing them when needed.

Premises Manager is responsible for:

- Maintaining an understanding of County Council Health, Safety and Wellbeing Policy and arrangements and the premise manager responsibilities detailed within them.
- Maintaining an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
- To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
- Ensuring adequate security arrangements are maintained;
- Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- Ensuring that plant and equipment is adequately maintained;
- Arranging for the regular testing and maintenance of electrical equipment;
- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;

- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
- Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise;
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
- Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
- Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
- To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

The Premises Manager will delegate duties to the Senior Site Supervisor.

Pupils and parents

- Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

- Contractors will agree health and safety practices with the Headteacher or their representative before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment and have adequate controls in place to mitigate any risks for of all their planned work.

The Health and Safety Officer

- Has the core duty to ensure that there is a system established for the management of health and safety.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an annual report on Health and Safety performance including essential KPIs.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the local governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or Wellbeing at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and wellbeing of employees;
- to carry out workplace health, safety and wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Competent Health and Safety Advice

The school obtains competent health and safety advice from:	Andrea McCarthy mccarthy@uttl.com 07778 603090 01889 561820
In addition to providing competent health and safety advice, the school will also contact in an emergency:	SCC Health, Safety and Wellbeing Service Duty Officer shss@staffordshire.gov.uk 01785 355777 Allison Dawson - 01785 355777 Allison.dawson@staffordshire.gov.uk

Monitoring Health and Safety and Key Performance Indicators

The Headteacher has overall responsibility for monitoring of health and safety in the school with duties delegated to the Health and Safety Officer and other members of staff.

Arrangements for monitoring health and safety include:-

- Annual Health and Safety Audit
- Accident Analysis completed every half-term
- Termly report to the Local Governing Body includes H&S issues and accident analysis
- Health and Safety Plan in place and shared with stakeholders
- Personal Performance Appraisal Process includes review of H&S
- Regular Line Management meetings with the Health and Safety Officer and the Premises Manager.
- Regular inspections of the premises are carried out by the Headteacher and the Premises Manager.
- Health and Safety Targets are set and communicated to all stakeholders.

Detailed Health and Safety Arrangements

The following arrangements have been established within our academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accidents, Incidents and Near Miss Reporting, Recording & Investigation

- All accidents involving pupils, staffs, visitors, contractors or members of the public on the site are treated, recorded and investigated in accordance with all applicable Health and Safety Law.
- All work-related accidents/incidents are treated the same whether there is injury or not – they may constitute a “near miss”.
- Staff are aware of the need to report all accidents and near misses. Line managers are responsible for investigating the accident and consulting any applicable risk assessments and making any reviews necessary.
- Parents/carers are informed as soon as is possible of any accident involving their child.
- Any accident where the injured party needs external medical help is reported to SCC using the “Info tracker” link to MyH&S and they make any RIDDOR reports which are necessary.
- The BI510 Accident book is kept securely in the Main Office to ensure full Data Protection for personal details of employees who have an accident on site.
- There is a second Accident Book which is used to record accidents to pupils, visitors and contractors; First Aid staff complete this with all the relevant details.
- Accidents will be analysed, and a report made to the Headteacher and Governors.
- All Accident books are archived for at least 10 years.
- Violent incidents are reported to the Line Manager and he/she is responsible for investigating and taking further action if necessary.

2. Asbestos

- Asbestos located in the School buildings is managed in accordance with relevant Health and Safety Legislation.
- The Asbestos Register and its contents are familiar to the Premise Manager and the Senior Site Supervisor.
- The Asbestos Register is kept updated and managed by the Premises Manager and is kept in the Site Team Office.
- The Headteacher, Premises Manager and Senior Site Supervisor will be trained in asbestos management and this is repeated online every 12 months and records kept.
- All contractors, carrying out work which is likely to disturb the asbestos, will be shown the register and asked to sign it.
- All contractors working at the school must understand the risks involved in disturbing asbestos containing materials and be competent and authorised by SCC.
- Any removal of asbestos must be carried out by an approved Asbestos Contractor and SCC approval/inspection arranged.
- All reasonable steps are taken to prevent the accidental release of asbestos.
- No staff carry out alterations to the fabric of the building or drill or affix anything to the wall without the permission of the Premises Manager.
- Staffs’ responsibilities for the control of asbestos is included in the H&S Induction Training process.

- The Premise Manager ensures that an Intrusive Works Assessment Form and a Control of Contractors Hazard Exchange Form are completed with the contractor before any works begin.
- **In the event of an emergency** – suspected asbestos breach -
 - Work will immediately cease.
 - The area will be evacuated, and further access prohibited.
 - All contaminated material, including clothing will be left in the area.
 - No attempt will be made to remove items from the area or carry out any cleaning
 - The incident will be reported immediately to :-
 - The SCC Asbestos Management Team 01785 277485 after hours 07813 004046

3. Communication

The Headteacher has overall responsibility for communication of health and safety in the school with duties delegated to the Health and Safety Officer and other members of staff.

Arrangements for communicating on health and safety matters:-

- Regular full staff meetings
Weekly staff briefings
- E-mail
- Personal communication with Line Manager and Headteacher
- Personal communication between Line Managers and their teams
- Use of the Staff Notice Board

Staff are encouraged to make suggestions to improve the health and safety performance of the school by talking to their Line Manager, Health and Safety Officer or to the Headteacher

4. Consultation

The Headteacher has overall responsibility for consulting on health and safety in the school with duties delegated to the Health and Safety Officer and other members of staff.

Arrangements for consulting on health and safety matters where staff are encouraged to raise any issues of concern are:-

- Regular full staff meetings
- Twice weekly staff briefings
- E-mail
- Personal communication with Line Manager and Headteacher.
- Discussion with Trade Union Representative(s)
- Risk assessments are shared with colleagues to ensure consultation on assessment outcomes and control measures required.

5. Contractor Management and Construction Work

The Premises Manager is responsible for Contractor Management and Construction work and will delegate duties to the Senior Site Supervisor.

The Senior Site Supervisor is responsible for monitoring contractor activity.

Arrangements for contractor management are:-

- The Premises Manager will determine the competence of the contractor. If applicable/available SCC approved contractors will be used in preference or via an auditor-approved procurement process.
- If work comes under the CDM Regulations, a Duty Holder will be appointed.
- Staff engaging contractors ensure that they have completed the Hazard Exchange Form (HSF46) with the contractor.
- Risk Assessments and Method statements for the operations will be provided by the contractor and checked by the Premises Manager before any work takes place.
- The interface of contractor operations and staff and pupils on site will be considered in the risk assessment and appropriate control measures will be put in place.
- Any changes to emergency evacuation routes due to contractor operations are relayed to staff and pupils and are clearly signposted.
- The Asbestos Register will be seen by the contractor and signed.
- Where large areas of the site are involved, the fire risk assessment will be taken into consideration and if amended if required.
- The Premise Manager or Senior Site Supervisor will carry out an H&S Induction for the contractor staff.
- Contractors' staff are required to sign in and out of the premises.
- Any incidents or unsafe practices are reported to the Premises Manager.
- The Senior Site Supervisor will oversee the work and ensure that safe practices are being employed and surrounding areas kept free from hazards.
- Where work takes place when staff or students are on site, an appropriate safe operating procedure will be followed i.e. closure of areas, movement of equipment and materials only allowed at designated times etc.
- Hot Working – where any hot work is taking place the Senior Site Supervisor will ensure the contractor signs a Hot Work Permit which states the safety procedures needed for this work and will check, before the contractor leaves, that all sources of heat have been extinguished and that there are no hot spots on the area worked on. This must be completed at least 1 hour before the site is vacated.
- Any electrical equipment used by contractors must be their own and have been suitably PATested.
- All equipment used must belong to the contractors – they must not borrow school equipment.

6. Curriculum areas – Health and Safety

- Heads of Department ensure risk assessments are carried out for the curriculum activities for their areas of responsibility. They are responsible for implementing control measures and communicating these control measures where required in order to control the risk to staff and students.
- All teaching staff have access to generic risk assessments and more specific risk assessments; they are obliged to be aware of these and the instructions and safe working systems they detail; they are obliged to follow the instructions and controls in them.
- All staff are required to undertake written risk assessments before they commence any hazardous activity or consult a previously written risk assessment for this activity i.e. science staff have access to department risk assessments and those supplied by the CLEAPSS Organisation.
- The PE department have a file of generic risk assessments and also a number of activity-led risk assessments which follow the safe working practices detailed by the

AALPE.

- Heads of Department have particular responsibilities for ensuring risk assessments are in place in their area of responsibility.

7. Display Screen Equipment use (including PC's, laptops and tablets)

- The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using DSE regularly for over one hour. A self-assessment form is available and the Line manager is responsible for making necessary changes to the work area.
- Users are notified of their entitlement to free eye testing and prescribed corrective glasses.
- The school recommends that all DSE users have regular breaks from their workspace (10 minutes / 2 hours)
- All staff receive appropriate training for the hardware and software used in their role.
- Staff receive a copy of the VDU users guide
- DSE Assessments are carried out as part of new staff induction and periodically for staff workstations.
- DSE assessments are reviewed every 2 years unless problems arise.
- Staff are aware they must report any defects in their equipment to their line manager.
- Staff are aware of the need to report any health conditions that may affect them when using the DSE
- Staff are aware of the need to report any health problems they think are associated with their job; in this case a thorough risk assessment of the job and workspace must be carried out and any control measures actioned immediately.

8. Educational Visits / Off-Site Activities

- The Educational Visits Co-ordinator assists and oversees student visits off the school premises.
- All visits will be led by a trained/experienced member of staff who has knowledge of the venue and as such will be able to plan, risk assess and lead the visit safely in accordance with the Outdoor Education Advisers' Panel National Guidance.
- The EVOLVE system of visit planning is used to ensure that all visits are correctly planned, staffed, insured and assessed as safe.
- The advice of the SCC Educational Visits Advisor will be sought as required.
- All staff are DBS checked – including volunteers on residential visits.
- Low Risk visits/Activities: Final approval for the visit will be given by the Headteacher; the EVC is responsible for preliminary checking the planning of the visit.
- Higher Risk and Residential Activities: after approval by the EVC and Headteacher the visits are sent via Evolve to the Entrust Educational Visits Adviser for final approval.
- Insurance covering school visits will be in place at all times.
- Visits use transport from companies on the SCC approved list.
- Parents will have given permission for their child to take part.
- The visit is appropriate for the age and ability of the students and is of benefit to them.
- All staff accompanying the visit will know their role and responsibilities.
- The leader and Headteacher will ensure that there is a robust emergency plan in place and a member of senior staff will be designated as emergency contact. If the incident is outside of the coping mechanism of the school's Emergency Plan, school SLT will call the County Emergency number (07623 910065) which will connect them with the on call director for use if a major incident/accident occurs. If this number does not provide response in reasonable time – call 08451 213322 and ask Fire Control to page

the CUU Duty Officer.

- Leaders ensure that all necessary medications likely to be necessary during the day are carried.
- All accidents will be reported at school and on Evolve.

9. Electrical Equipment (fixed & portable)

The Premises Manager is responsible for Electrical equipment and supply on site and will delegate duties to the Senior Site Supervisor.

- A full site electrical inspection and test is carried out every 5 years by an approved County Council Contractor and the reports are passed to the Premises Manager who is responsible for ensuring that any repair or renewal work is carried out.
- No alterations to the fixed electrical wiring are made by anyone other than an approved electrical contractor who appears on the County Council list of approved contractors.
- All portable electrical equipment is tested for electrical safety (PATested) every twelve months apart from computers and office equipment which is tested every 2 years and records are kept and held.
- Any equipment which fails the PATest is marked with a red FAIL label and taken out of use until repair by a competent person can be arranged or failing this the equipment is scrapped and removed from the Asset Register.
- All staff are aware of the need to visually check electrical equipment before they use it or allow students to use it.
- Staff will remove any faulty or damaged equipment from use and will report this to the Premises Manager.
- School kitchens are inspected and checked by the catering provider and the Catering Manager on site keeps all records of these tests and inspections. Science equipment is checked by the team of science technicians before it is used and any broken or damaged equipment is taken out of use to await repair or replacement. The equipment is always counted in and out by staff and students are encouraged to report any faults.
- In D&T the Head of Department ensures that all equipment is checked by trained staff before it is used and any damaged equipment is taken out of use until it can be repaired by a competent person. Each year the main saws, drills and cutting benches are checked for safety by a Technician employed by Staffordshire County Council; this report is passed to the Head of Department, who arranges for any repairs or alterations to be made.
- Staff must notify the H&S Officer before private electrical equipment used in school. Staff are reminded of this in the Staff H&S Induction.
- Records are located in the Site Team Office.

10. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

- A Fire Risk Assessment is completed every 12 months or sooner should there be any substantial changes to the law, staff or site i.e. building works may necessitate an earlier risk assessment.
- The Fire Risk Assessment process is managed by the Premises Manager and external authorised contractors are consulted as required.
- A copy of the Fire Risk Assessment is kept in the Foyer for use by the Fire Services in an Emergency situation.
- Management and compilation of the Evacuation and Invacuation Procedures are the

responsibility of the Headteacher with responsibilities delegated to the Senior Leadership Team, the Senior Site Supervisor and the Health and Safety Officer.

- Registers of pupils are taken each day, staff, contractors and visitors sign in and out of the building to ensure that we have accurate records of who is in school.
- These procedures are communicated to staff in the H&S Induction process
- Evacuation Practices will be carried out each half term, times for evacuation recorded and comments attached as to the efficiency of the drill and any amendments which may be needed in future drills – these will be shared with all staff.
- Early in September a fire drill is performed to ensure that new entrants to Year 9 are aware of the procedures in place.
- All contractors are made aware of evacuation procedures before they begin work as part of the hazard exchange system.
- All new staff have the fire procedures explained to them both verbally and as part of induction training.
- Staff designated as Fire Marshalls are given appropriate training. This training is updated annually and is organised by the Premises Manager. Fire Warden's responsibilities are detailed in a booklet circulated to relevant staff.
- Visitors – it is the responsibility of the member of staff they are visiting to ensure they evacuate the building when alarm sounds.

Site Management for Fire protection

- The school is protected by a fire alarm, emergency lighting and appropriate fire extinguishers which are maintained regularly by outside contractors and checked weekly by the Caretaker – records are kept in the Fire Log Book. This is located in the Caretaker's Office
- The site is kept in a clean condition with rubbish removed daily. Particular care is taken during holiday periods to ensure rubbish bins are emptied and moved indoors and skips are situated away from the building and secured in place.
- Corridors and escape routes are kept clear and clear of obstructions and evacuation routes and fire exits are clearly marked by appropriate signs.
- Fire doors are checked daily by the Premises Manager and they will never be left propped open for any length of time. SCC approved fire door holdbacks are in use in some areas of the site will deactivate and close fire doors in the event of the alarm sounding.
- Fire exits are checked daily by the Senior Site Supervisor and the area around them, both inside and out, will be kept free from obstructions.
- Each room/office will have a Fire Action Notice which details the procedures for evacuation and action to take if a fire is found.
- Flammable liquids and substances – minimum amounts are kept and used; they are stored in secure flammable cabinets with access only allowed to designated staff. They are stored away from sources of heat and any combustibles.
- D&T and Science Departments maintain department procedures for isolation of gas supplies prior to leaving the building in the event of an evacuation and also at the end of every school day.

11. First Aid *see also Medication

- There is adequate and appropriate first equipment, facilities and trained personnel on site to deliver First Aid to all employees, visitors, contractors and pupils when needed.
- Extra emphasis is placed on areas considered at higher risk i.e. DT, Science, and PE where activities are more likely to lead to injury.
- Provision is adequate whenever there are persons on site i.e. after hours, holiday when

contractors are working.

- A First Aid Assessment is reviewed every 12 months to assess the numbers of First Aid personnel needed.
- First Aiders receive training and retraining which meets all the latest HSE Guidelines.
- First Aid boxes are kept stocked with in-date equipment and sundries and a member of staff will be as designated responsible for checking these and re-stocking as necessary.
- PPE is be made available to First Aiders.
- Spills kits and disposal facilities are available for bodily fluids.
- All First Aid and accidents will be logged in the Accident Books which are kept in the Reception Office.
- A First Aider will determine whether parents/carers (or next of kin for adults) are informed of the injury taking a precautionary approach at all times and always if Emergency Services are called.
- Lists of First Aiders are located in the Staff Room, the School Office and at other key locations around the school. Attendance of a first aider to the casualty can be arranged via the school office.
- Emergency Services will be called as required, coordinated through the Reception Office using "999". Communication with emergency services and the staff attending the injured party (if not in the School Office) is via the use of school and mobile phones as required.
- All staff are aware of the procedure for summoning the assistance of First Aid or the Emergency Services. This is communicated in the H&S Induction and on Staff Notice Board.
- A member of school staff or parent/carer will always accompany a student whilst in the care of the Emergency Services.
- Where required by a personal risk assessment, additional information may be retained in the school office for communication to the Emergency Services.
- Records of all accidents and first aid treatment will be kept and the H&S Officer will analyse these and provide a report to Governors every half term.
- A defibrillator is kept on charge in the School Office.

12. Glass & Glazing

- The site has undergone a glazing survey carried out by SCC approved contractors.
- All glass in school meets minimum safety standards.
- All glass in doors and side panels is safety glass.
- When glass has to be replaced it is replaced with the appropriate safety glass.
- The site undergoes a regular safety check carried out by the Senior Site Supervisor r, glazing forms part of the checklist.
- Staff report damage to windows or other glazing either directly Senior Site Supervisor or using the Helpdesk Fault Report system. Senior Site Supervisor then makes the area safe and organises repairs.

13. Hazardous Substances (COSHH)

- The school follows the rules and guidance provided by CLEAPSS, Health and Safety Officer and the HSE.
- The school uses CLEAPSS as a resource. A Chemical Catalogue has been prepared on the intranet site which has links to the Hazcard and Safety Data Sheet for each chemical available in the main science department.
- Only those chemicals recommended by CLEAPSS for use in the school are used for

curriculum activities.

- COSHH Assessments for curriculum activities are the responsibility of the relevant Head of Department for that subject area.
- Chemicals in use by the site maintenance and cleaning teams are subject to separate COSHH Assessment which is the responsibility of the Premises Manager to maintain.
- Care is taken, in Science, to count the containers of chemicals in and out after a lesson to minimise the chance of any being stolen.
- Chemical spills are dealt with immediately, in accordance with procedures laid down by CLEAPSS.
- Chemical waste is disposed of in accordance with the advice given in the CLEAPSS Hazcards.

Chemical Storage: - 1. Science Dept.

- Chemicals are stored in:-
 - the Chemical store situated on the first floor in C block
 - the outside Flammable Store [adjacent to the D&T Department,
 - the Science Prep. Room located between labs 100 and 101
 - the Prep room on the school farm (only chemicals used in Animal care).
- The doors of the chemical storage area are locked when not in use.
- Students are not allowed to enter any of the Prep. Rooms or chemical storage areas.
- Chemicals are marked with the date they arrive in school.
- All chemicals are recorded on the Chemical List
- The Chemical List records the location, Hazcard number, storage details and notes relevant to each chemical. A record of the quantity of each chemical is an ongoing process.
- The Chemical List is located in the Staff Share Area. The Chemical Safety Data Sheets are located in the Prep Room and on the Staff Share Area.
- Chemicals are stored in appropriate groups. Toxic chemicals are stored in a locked Toxins Cupboard, flammable solids and liquids are stored in separate locked Flamesafe cabinets, concentrated acids are stored in a locked cabinet. Organics and general inorganic chemicals are stored alphabetically on open shelves in the Chemical Store Room.
- All chemicals are marked with the appropriate hazard warning labels in accordance with CLEAPSS recommendations.
- Minimal amounts of flammable substances are stored in the Prep. Rooms, as recommended by CLEAPSS, stock bottles are stored in the Outside Flammable Store.
- Science Technicians maintain a chemical stock list an ongoing stock take of the chemicals every 12 months and the Senior Technician amends the chemical catalogue as needed.
- All hazardous and flammable chemicals are marked with the appropriate hazard warning label and where decanting takes place, these bottles are labelled as well.
- Minimal amounts of flammable substances are stored in the Prep. Rooms, as recommended by CLEAPSS, and stock bottles are stored in the outside flammable store.

Chemical Storage: - 2. Other areas of the school

- Hazardous substances used in D&T and Art, i.e. glues, adhesives, solvents, are kept in locked cupboards, away from sources of combustion and the students are not allowed access to these substances unless a member of staff is present.
- Flammable gases [welding gases] are stored in trolleys in a safe area of the D+T department.
- Hazardous cleaning substances used by the school are kept in locked Cleaners' Cupboards and students have no access to these at any time.

14. Health and Safety Law Poster

This is located in the main school Staff Room.

15. Housekeeping, cleaning & waste disposal

- A team of cleaning staff are employed by the school.
- The cleaners are under the supervision of the Senior Site Supervisor.
- The school provides information and site orientation training to ensure the cleaners can operate safely on our site.
- COSHH and risk assessments for activities carried out and reviewed annually.
- Staff, pupils and the Caretaker endeavour to keep the site as clean as possible by ensuring that litter is picked up and rubbish is placed in the appropriate bins.
- Waste bins are situated in all areas of the site and these are emptied daily into waste bins by which is located at the side of the site, well away from buildings. These are emptied on a regular basis by Staffordshire County Council Waste Management Services.
- Waste bins are situated in all areas of the site included lidded pedal bins and these are emptied daily into a waste skip which is located at the side of the site, well away from buildings. This skip is emptied on a regular basis by contractors.
- Toilets are cleaned at least twice per day by a cleaner specifically employed for this task. (Amended as required according to guidance in place ref. Covid-19 Risk Assessment)
- Liquid spills onto floors are dealt with immediately by the Site Supervising Team and warning cones are placed around the area until it is dry.
- Glass and other sharp objects are disposed of into a glass or sharps bin. The glass is then double bagged and placed in the skip along with the contents of the sharps bin.
- Clinical waste is collected in special bins which are collected by a contractor on a regular basis.
- Chemical waste is dealt with in accordance with COSHH Regulations and advice given by CLEAPSS.

16. Infection Control

- The Headteacher is responsible for implementing procedures and controls for the control of infections including hand washing and sanitisation and ventilation.
- Where required a risk assessment is carried out to determine the control measures required, for example for COVID-19.
- Controls are implemented and additional information is communicated to staff via email and Departmental and Whole School Meetings.
- Students are informed of control measures required by verbal communication from

form teachers during form time, posters and communications with parents.

17. Lettings

- Contractual arrangements for lettings are the responsibility of the Premises Manager who will ensure that the health and safety considerations for the letting are considered and reviewed annually.
- Hirers have provided their own risk assessment assessments are responsible for their own first aid, fire and evacuation procedures.
- Hirers are responsible for following all health and safety procedures required by the school and for ensuring all instructions regarding health and safety, access arrangements and site security are followed.
- Hirers are responsible for obtaining any necessary local authority licences and these must be provided on request.

18. Lone Working

- A risk assessments is carried out for staff who work alone for significant periods of time or for those involved in more hazardous activities
- Staff will be issued with a booklet that gives safety advice for those who work alone.

19. Maintenance / Inspection of Equipment (including selection of equipment)

- All staff are responsible for maintaining vigilance for any damaged or defective furniture or equipment in use in the school.
- Any damaged equipment that could result in injury to pupils or staff must be removed from use immediately.
- Staff are informed of the requirement to report any defective equipment immediately to the Premises Manager or Senior Site Supervisor in order that the defective equipment can be repaired or disposed of.
- The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.

Item	Inspection cycle	Responsibility
D&T equipment – general	Before issue to students	D&T Staff
D&T equipment	Annual Inspection	SCC under Service Level Agreement.
Electrical equipment [portable]	Visual before issue	All staff
	Annual	Premises Manager - PATesting by County Council approved Contractors
Electrical fittings [site]	5 years	County Council approved Contractors
<u>Lab and Prep Room</u>		

Gas Taps and bench electric points	Visual inspection before use	Science staff
Electric trip switches – labs/prep room	Half – termly	Lab Technicians
Isolators – gas	Half – termly	Lab Technicians
<u>Food tech, D+T</u>		
Isolators – gas	Daily	D&T Teacher
Canteen – isolators – gas and electricity	Daily	Canteen Manager
Emergency lighting	Monthly checks Annual 3 hr check	Senior Site Supervisor SCC Approved Contractor
Fire alarms - servicing	3 monthly	SCC Approved Contractor
Fire alarms [site checks]	Weekly	Senior Site Supervisor
Smoke Alarms	3 monthly	SCC A pproved Contractor
Swimming pool water quality	Daily Quality Checks Monthly water Quality	Senior Site Supervisor SCC Approved Contractor
Swimming pool plant equipment	Daily Checks 6 monthly service	Senior Site Supervisor SCC Approved Contractor
Swimming pool electrical check	Annual	SCC Approved Contractor
Fire extinguishers	Routine checks	Senior Site Supervisor
Fire extinguishers service	Annual service checks	SCC approved contractor
Glazing	Routine checks 5 years	Senior Site Supervisor County Council Property Services
Ladders/steps	Annual	Senior Site Supervisor
LEV – D&T and Science	14 mths	SCC Approved Contractor
PE equipment	Annual 6 monthly (Gym equipment)	County Council approved Contractor County Council approved Contractor
Science equipment – general	Before issue to students	Science staff + technician team

Water Quality Risk Assessment	2 years	SCC Approved Contractor
Water system service	6 monthly	SCC Approved Contractor
Water flushing Water temperature Descaling	Weekly Monthly Quarterly	Senior Site Supervisor
Whole site inspection	Routine daily Grounds mthly	Senior Site Supervisor

20. Manual Handling

- Manual handling risk assessments are carried out on all staff involved in this process.
- Where possible mechanical aids i.e. trolleys, are used in preference to manual handling.
- Staff whose job involves frequent manual handling will receive training.
- It is the school's policy that where possible large deliveries are made near to point of use and where this cannot be achieved, large parcels/loads are split into smaller ones to ease the burden.
- Staff are always encouraged to suggest ways to improve the system.
- Pupils are not used to carry heavy loads.
- Pupils are involved in putting out apparatus and mats in PE and they receive explicit instructions from staff before they begin. Loads are matched to the physical capability of the pupil.
- Arrangements for manual handling of loads by staff and avoidance of risk are included in the H&S Induction information summary document shared with all staff.

21. Medication

Health Care Plan:

- Where required a Health Care Plan will be in place for students in order that their medical needs are managed in order for their access to education to be maintained as far as possible.
- The Health Care Plan will be drawn up with medical support by school staff, teachers, first aiders, parents/carers and the student to identify the level and type of support required.
- The Health Care Plan is reviewed according to an agreed time plan.
- The medical information in the Health Care Plan is treated with confidentiality; the Head Teacher will seek agreement from both the student and parents regarding which staff will be allowed access to this information.

Medication on premises:

- Any medication used/kept on the premises will be kept secure and students will not have access to it without an appointed member of staff being present. (NB/ exception asthma inhalers and epipens which may be required in an emergency.)
- Unused medication will be returned to parents.

Records

- Students' records include notes on any outstanding medical conditions, any need for medication and also they contain the name and address of their GP. Emergency contact numbers are also in these records. These records are made known to staff responsible for the students concerned.

Administering medication:

- Whilst there is no legal duty which requires academy staff to administer medication, staff may volunteer to do this. In such cases the staff involved will have been trained, have all necessary information concerning the medication/treatment, have had information concerning their legal liabilities and been given the support of both parents and the Head Teacher.

Analgesics – non-prescribed:

- At no time will staff administer non-prescribed medication i.e. aspirin, paracetamol or other analgesics. There is a danger that an individual may have an allergy to any one of these.

Parental consent/information:

- If parents request that their child is to be medicated during the day, a signed note from them must be given to the form teacher, along with clear information regarding the type of medication, prescribed or non-prescribed, dosage, expiry date and frequency of administration. These details will then be passed to the Head of House and to the First Aider in the Medical Room. Wherever possible, all medications should be left secure in the main office and the student concerned must visit to obtain their medication. Students must be supervised when taking medication. [NB/exception asthma inhalers]

Refusal to medicate:

- Students who refuse prescribed medication must not be forced; parents must be contacted at once and if necessary the emergency services must be involved.

School Trips/Work Experience:

- Students' medical needs will be evaluated and a member of staff or work supervisor will be designated to ensure that medication is taken.

Sport

- Any restrictions on a student's ability to take part in sport will be included in their health care plan. Some students may need to medicate either directly before or after sports activities i.e. asthmatics, PE staff will be aware of these students and will supervise if necessary.

Asthma

- Students' records will show this condition.
- Students with asthma will be allowed constant access to their inhaler
- If a student is considered unable to take responsibility for their inhaler then it will be kept in the main office and marked with the student's name.
- Students are not allowed to share inhalers.

Epilepsy

- Records will be kept of "triggers" for each affected student i.e. flickering lights, VDUs.
- The Health Care Plan will detail the type and duration of seizures involved
- Medical assistance will be called in all cases where a seizure is longer than normal or where one seizure is immediately followed by another.

Diabetes:

- Students affected will be allowed to eat regularly throughout the day and to carry glucose tablets or sugary drinks with them.
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- PE staff will be aware that blood sugar levels may fall dramatically
- [hypoglycaemia] after strenuous exercise; they will be aware of the need for a sugary drink or glucose tablet to rectify this.
- Parents will always be contacted if their child suffers a hypoglycaemic episode.
-

Anaphylaxis:

- An extreme allergic reaction which will require urgent medical attention. The most common cause is a reaction to some sort of food, i.e. peanuts, shellfish, and dairy products, but it may also occur after a bee or wasp sting. The condition may be life threatening.
- Each student's symptoms may vary and these will be discussed when the health care plan is drawn up.
- Normally the student will be prescribed an "Epipen" which will deliver a measured dose of adrenaline into the thigh muscle. Normally more than one pen will be prescribed, and these will be stored in the main areas where the student is taught.
- Staff will volunteer and be trained to use the Epipen, should the need arise.
- Special care will be taken with students suffering from food allergies during food technology lessons and at break and lunch times.
- An Epipen and a trained staff member will accompany the student on any school trips.

HIV:

- HIV+ children and their parents will be treated with sensitivity and confidentiality.
- Support will be given to the student, parents and all those involved in his/her care.
- Only those who "need to know" will be told of the student's status.
- First Aiders will be provided with gloves and aprons, which will be double-bagged and incinerated after use.
- A supply of "Fluid-proof" mouth masks will be available in the Medical Room should mouth to mouth resuscitation be needed.
- In cases where the student's blood or vomit is deposited, the area will be saturated with a 1:10 solution of domestic bleach and left for 30 minutes before being wiped up with disposable paper towels – these will then be disposed of via a toilet or incinerated.
- If an individual is "splashed" with either blood or vomit from an affected student the area affected will be washed with copious amounts of soap and water; if the eyes or mouth is contaminated, then tap water will be used as a substitute. Medical advice will be sought at once.
- Science –students are not allowed to give samples of blood or saliva. When epithelial cheek cells are swabbed and smeared onto a microscope slide, all swabs and slides are placed in a 1% solution of Virkon [an antiseptic/antiviral/anti-fungal agent] and then double bagged in polythene before being placed in a sharps container prior to disposal.

Staff taking medication

- Where a member of staff is taking a medication that may impair their ability to carry out their normal work, they are required to inform their line manager in order that a personal risk assessment may be carried out.

22. Personal Protective Equipment (PPE)

- Risk Assessments will be carried out to determine the requirement for PPE. These risk assessments are the responsibility of the Head of Department who will be supported by the Health and Safety Officer.
- The Health and Safety Officer will support the Head of Department with the specification of the PPE.
- Personal Protective Equipment will be provided free of charge to all staff and pupils where they are involved in an activity which has shown, through risk assessment that PPE is needed to reduce risk.
- PPE will be purchased from a recognised supplier and will conform to the relevant British and EN safety standards for purpose.
- Staff and pupils will be taught how to use/wear PPE properly by a competent person.
- PPE will be correctly stored, cleaned/disinfected and inspected and replaced where necessary.
- Staff will ensure that pupils do use PPE when necessary.

Item	Period of checking
Safety goggles or spectacles	Each term – wash + disinfect
Ear defenders	Each term – wash + disinfect
Gloves	Before use
Boots	Before use
Hats	Before use
Recommendations under Covid 19 Guidance – face masks, aprons, gloves	Before use

23. Radiation

The school's Radiation Protection Supervisor:	Louis Melland
Entrust Radiation Protection Officer:	Phil Davies – Entrust
Radiation Protection Advisor – CLEAPSS	Simon Wright

24. Reporting Hazards or Defects

- Staff report day to day problems to using the HELPDESK email.
- The Site Team will assess the problem either repairs/replaces or reports the fault to the Senior Site Supervisor who then arranges for a contractor to attend.
- Wherever a fault is found, the area is left safe or cordoned off/isolated, until a repair can be made.
- Where a structural fault is found the Senior Site Supervisor or Premises Manager will

contact the Staffordshire County Council for assistance.

- Staff report any Health and Safety concerns to their Head of Department who then contacts the Health & Safety Officer and/or Headteacher for further advice.
- Staff are informed of their requirement to report hazards, defects or dangerous situations in the H&S Induction training and regularly during Department or whole school meetings and email.

25. Risk Assessments

- The school has risk assessments in place in order to identify and assess risks and to identify control measures required to eliminate or reduce risk. A member of the Senior Leadership Team is responsible for:-
- Ensuring that all health and safety information and risk assessments provided by the County Council and other health and safety organisations i.e. CLEAPSS, is disseminated to all staff through Heads of Department.
 - That associated control measures are practicable and effective.
 - Risk assessments are reviewed annually or more frequently if changes in regulation, staff or due to changes on the site or post accident.
 - Personal risk assessments take place as required including for example for:-
 - medical conditions that may affect staff or students in school, including stress,
 - medication that may affect staff or students in school,
 - return to work following a period of absence due to illness,
 - pregnancy (new and after 28 weeks gestation)
 - staff or students who are assisted by the use of crutches or wheelchairs,
- It is the responsibility of the relevant Head of Department to ensure risk assessments are carried out for their area of responsibility and that consultation with stakeholders takes place. They will be assisted by the Health and Safety Officer who will provide instruction and guidance on completion in an appropriate manner.
- Heads of Department are responsible for ensuring that staff in their department are aware of the applicable risk assessments and follow the control measures required to ensure risks are minimised.
- Risk Assessments are in place for Curriculum Activities, for whole school, i.e. Fire Risk Assessment, for school events or for individuals where required.
- The Science Department keeps a set of the CLEAPSS Hazcards in each laboratory and these contain mini risk assessments on a variety of procedures involving chemicals. [Also links from Chemical Catalogue].
- Risk assessment is made before every Educational Visit and these are checked by the Educational Visits Co-ordinator and kept on file with the rest of the visit paperwork. Visits which involve additional or high risk are assessed by the Educational Visits Advisor at Staffordshire County Council before permission for the visit to take place is given.
- Risk Assessments are available for all staff on the school Intranet and are communicated via the email system, department meetings and whole school meetings.

26. Smoking

- The whole site is a no-smoking area and notices are displayed around the site stating this. Staff and students and contactors are not be allowed to smoke or bring E-cigarettes on site at any time.

27. Stress and Staff Wellbeing

- A Stress and Wellbeing risk assessment has been undertaken and control measures have been communicated, discussed and implemented. This risk assessment is reviewed annually or earlier should this be considered necessary by the school's leadership team
- All staff have the opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.
- Staff who return to work after a period of illness receive a back to work interview with a member of the Senior Leadership Team where all issues involved in assuring a smooth return to work are discussed.
- Staff can ask to be referred to the Occupational Health Service where work and health problems are thought to coincide.
- Where workplace stress is proved to be involved in the illness an individual risk assessment must be performed.
- A notice board in the staff room is used to publicise and highlight staff well-being issues.

28. Supervision of Students – including out of school learning and study support

- Students must be supervised at all times by trained staff.
- All staff working in school must be checked for Disclosure and Barring Service clearance before they begin work.

29. Swimming Pool

The overall management of the swimming pool is the responsibility of the Premises Manager with tasks delegated to the Senior Site Supervisor and the Head of PE.

- The operation of the swimming pool is subject to full risk assessment including COSHH Assessment.
- Staff operating the swimming pool have received appropriate training and information and additional support is provided by Kingfisher as part of our Service Level Agreement with Entrust.
- Operating Procedures are in place to ensure the safe operation and maintenance of the pool. These include water quality management.
- Teaching staff hold at least the RLSS National Rescue Award for Swimming Coaches and Teachers.
- Pupils are supervised at all times.
- First aid is available and Emergency lifesaving aids are present at the pool side.
- Emergency Procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.
- The health and safety considerations within curriculum swimming are planned, supervised and managed by PE staff who include consideration of these in their lesson planning
- The leasing of the swimming pool is subject to full contractual arrangements including sharing of information regarding risk assessments and emergency procedures.

30. Training and Development

- All new staff will receive health and safety induction training from a member of the Senior Leadership Team before they begin work; health and safety procedures in school will be explained along with emergency procedures in the event of e.g. a fire, pupil accident etc.
- Head of Department will provide/ensure provision of department specific H&S training
- Training needs are identified by the process of risk assessment and records of training are maintained.
- Staff are encouraged to bring up Health and Safety matters and Health and Safety training as part of their performance management review each year.

31. Vehicle movements on site

- Arrangements for the safe access and movement of vehicles on site are subject to risk assessment.
- Controls in place include allocated entrance for vehicles and pedestrians, defined parking areas, safe access routes and walkways for pedestrians, segregation of vehicles from pedestrian areas, supervision of pupils arriving and departing at the start and end of the school day and supervision of coach and minibus arrival and departure.
- Contractors' vehicles on site are supervised by the Site Team.
- Reversing vehicles for deliveries etc. are supervised by the Site Team.

32. Vehicles owned or operated by the school

- The Premises Manager has overall responsibility for the school's minibus.
- Duties are delegated to the Finance Department.
- The mini bus is only driven by qualified mini bus drivers.
- Before every journey each driver completes a written checklist which details checks he has completed on the vehicle i.e. state of tyres, water, windscreen wipers etc.
- The mini bus undergoes a service and MOT every 12 months and records are kept.
- A First Aid kit is carried on the mini bus at all times.
- Drivers always have access to an emergency contact number for the school, in the event of an emergency/accident.

33. Violence and Aggression and School Security

- The school provides a safe and secure place of work and education and is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.
- The main door to the school is locked (currently open due to the need for increased ventilation in line with the Covid Guidance) with an electronic keypad lock which is controlled by the office staff – this allows them to vet callers before allowing entry.
- Visitors to the school sign in at Reception and are given a visitor's badge; they then wait for the member of staff they are visiting to come and collect them from reception – they do not access the school alone. It is the member of staff's responsibility to look after their visitor whilst they are on site and then return them to reception to sign out as they leave.
- Recreation areas on site are all fenced and gated for security reasons (currently under review due to the need for altered circulation routes in line with the Covid Guidance)
- Violence is defined as being – "*behaviour which produces damaging or hurtful effects physically or emotionally in other people*" – it can be both physical and verbal. The

governors and staff of the school refuse to accept acts of violence of any kind in school and they will work to ensure that violence does not occur and if it does they will take all necessary lawful steps to prevent it happening again. Advice and counselling will be provided to those who have been affected.

- Staff who work alone are probably at greater risk from intruders and violence and the school has risk assessed those persons whose jobs are involved.
- The school requires all staff to report any incidents of either physical or verbal violence to a member of the Senior Leadership Team.
- A risk assessment is carried out where staff are at increased risk of injury due to their work.
- Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.

34. Volunteers

A volunteer working within the school will be treated as a member of staff and it is the responsibility of the appropriate Head of Department to ensure adequate safeguarding, induction training and supervision takes place.

35. Water System Safety

The Premises Manager is responsible for the safety of the site water systems. Duties are delegated to the Senior Site Supervisor.

- Approved contractors perform regular water hygiene tests on the water on site and records are kept in the premises Water Hygiene Manual which is kept in the Site Team office.
- The Senior Site Supervisor makes monthly checks on the water temperatures in school and these are recorded in the same manual.
- Adequate information, instruction and training is provided for the staff in school with responsibilities for maintaining the water system.
- Drinking water is clearly labelled in school and warning notices are placed on supplies of water which is not fit for drinking.
- All taps used by pupils are fitted with TMVs.
- Warning notices are placed to identify where taps provide water that is sufficiently hot to present a risk of scalds.

36. Working at Height

- Working at height is avoided wherever possible.
- Where it is not possible to avoid working at height, suitable equipment, e.g. ladder or stepladder is used.
- Stools, chairs and tables and window ledges must never be used in place of ladders.
- Staff are informed of their requirements to work safely at height in the H&S Induction training.
- Ladders and stepladders are of the appropriate industrial standard and are inspected visually each time they are used.
- A full safety inspection of all ladders and step ladders takes place annually. Records are kept on the Site Check List. Ladders are all numbered.
- Staff must not bring in their own steps or ladders for use in school.
- Contractors must not be allowed to use school ladders and stepladders – they must provide their own.

- Pupils are not allowed to work at height.
- The requirement for working at height for tasks or projects is identified prior to the task commencing, in order for appropriate assessments may take place.
- All staff make visual checks of ladders/stepladders before they use them.
- Staff who regularly (as part of their job) need to work at height have received all appropriate training; staff who occasionally work at height for very short periods of time have received information on the correct, safe methods to be used when working at height i.e. positioning of ladder, choosing, checking ladder etc.

34. Work Experience

- Should work experience be organised, it is the responsibility of the Head of Department to consult with the Health and Safety Officer to ensure a full risk assessment, induction training and supervision of the student whilst on the placement takes place.
- Placement risk assessments and insurance checks are arranged by the Head of Department.
- Copies of these documents along with a letter and medical form are sent to parents so that they can consent to their child taking part with full knowledge of where they will be working and what they will be doing.
- A copy of the medical form and the risk assessment is then sent to the placement.

LOCAL HEALTH AND SAFETY KEY PERFORMANCE INDICATORS (KPI'S)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

These include the following –

Item	Responsibility
Monitoring and analysing accident, incident and near miss reports	H&S Officer
Annual Health Safety Self-Audit	H&S Officer
Annual H&S Evaluation Checklist	H&S Officer
Action plan from results of H+S Self Audit and Evaluation Checklist	Senior Leadership Team
Implementation of new and updated H&S policies	Senior Leadership Team
Annual H&S Report to Governors	Senior Leadership Team
Results of staff surveys undertaken in school	Senior Leadership Team
Ill health is monitored and actions put in place where necessary	Senior Leadership Team